

# Staff Stuff



*A Monthly Publication for the Shelton State Community College Support Staff*

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## TOTAL QUALITY MANAGEMENT

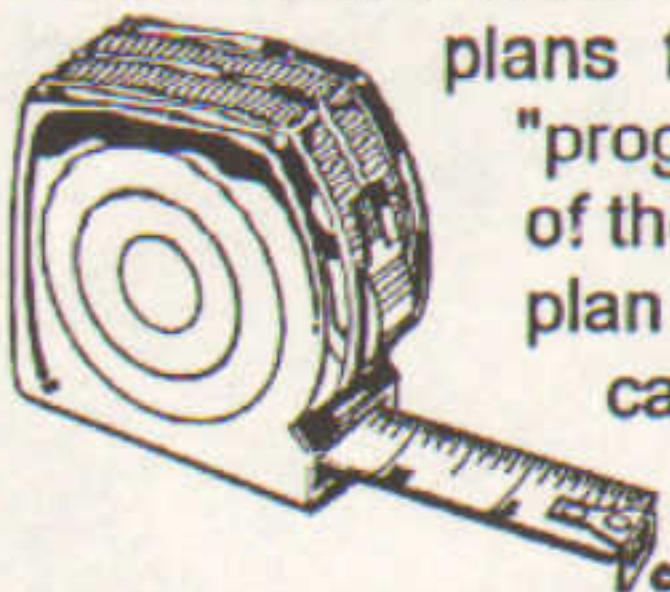
As has been previously announced, Shelton State Community College has and will continue to make Total Quality Management a priority.

In an effort to educate college personnel on Quality Management, there will be a series of workshops to discuss and define the program. All full-time Support Staff will have the opportunity to attend a session on Quality Management on Thursday, August 19th. This workshop will be held on the C. A. Fredd Campus from 7:30am to 4:00pm in the Cafetorium. Attendance for full-time Support Staff will be required. Division Deans will work with employee supervisors to insure coverage of all offices.

This is an exciting program and you will enjoy the opportunity to learn and implement Quality Management.

## ARCHITECTURAL SURVEY BEGINS

Hopefully by the time this edition is published, each of you will have had the opportunity to meet with the architectural team from Volkert and Associates regarding plans for our new campus. After the initial "program phase" is complete, a master plan of the campus will be designed. The master plan will consist of a detailed drawing of the campus property and the number of buildings on the property site. Once the master plan is finalized, design of the individual buildings will begin.



The property site is currently being surveyed and other site preparation work such as an environmental impact study will soon be completed.

## NEW COURT ORDER

Since the mid 70's, Shelton State Community College and all other two year college's in Alabama have operated under the Lee vs Macon Consent Decree in regard to hiring practices of full-time employees.

The Two Year College System is currently involved in legal negotiations for a second decree which will call for the enforcement of strict selection requirements for all vacancies.

One of these new requirements will alter the college's internal transfer policy. Effective this fall, only full-time permanent status Support Staff will be eligible for an internal transfer. Part-time and probationary status employees will be considered for vacancies along with new applicants for the position.

You will be notified when more information is available regarding this new court order.

## SACS UPDATE

In recent meetings, the Steering Committee has heard Jim Purcell report on the results of the self-study survey completed by students and has heard from Bill Langston and Robert Nix regarding the operations, activities, and services of the Alabama Fire College.

In future meetings this summer, the committee will hear from Jim Purcell about the results of the faculty, staff and administrator self-study surveys and from officials of the AWRTC about the operations, activities, and services of that unit of the college.

## FREDD CAMPUS CLASSES

A number of faculty from the Academic Services Division are teaching classes at the C. A. Fredd Campus this summer. This is the first time that Shelton State Community College classes have been taught at that location and marks an important step in the merger of the two institutions. In addition, several new technical programs will be at the C. A. Fredd Campus. Turf Management and Commercial Art will offer courses on this campus beginning this fall.

## EMPLOYEE TRANSFER

Patrice Johnson from the college's C. A. Fredd Campus will soon transfer over to the college's Admissions Office on the Skyland Campus. Patrice will fill the vacancy created by Susan Pumphrey's recent resignation.

Patrice has been with the C. A. Fredd Campus since December 1991 and will begin her new duties as Admissions Clerk this month.

## NEW EMPLOYEE

The college is pleased to welcome two new faculty members to the Biology Department. Mr. Mike Aaron who has been a part-time instructor with the college for several years, and Ms. Pamela Anderson will join the college faculty later this month.

Pamela is from Montgomery, where she attended Alabama State University. Mike is from Tuscaloosa and attended The University of Alabama.

In addition, Ms. Angela LaPorte will join Shelton State Community College as the new Commercial Art Instructor. This new program will be housed on the C. A. Fredd Campus with Ms. LaPorte scheduled to join the faculty in a couple of weeks.





## NEW PROGRAMS

This is a reminder that the college will offer courses in three new programs. Commercial Art, Travel and Tourism and Turf Management and Landscape will be available this fall! These courses will be offered at the C. A. Fredd Campus. Registration for these and other courses will be on August 23rd and 24th. Please tell your friends and colleagues about these exciting new opportunities.

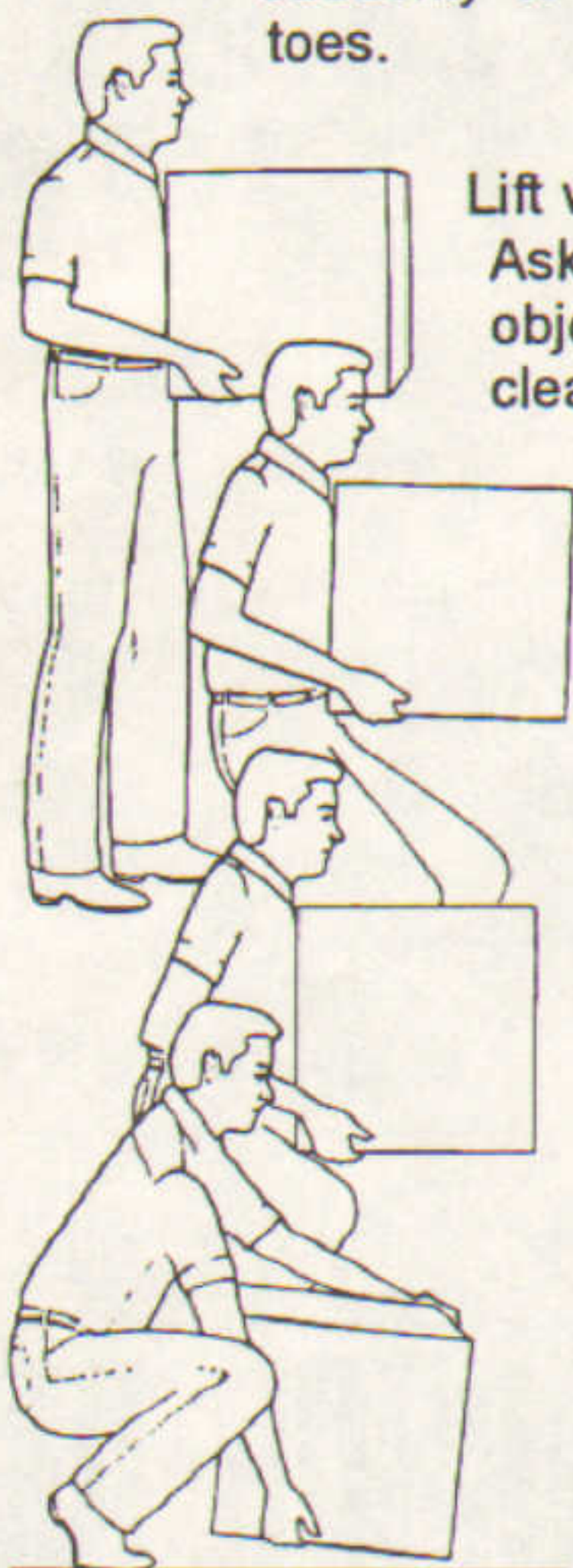


## BACK SUPPORTS

During the last few months, several employees have started using elastic back supports while lifting, carrying, and doing other strenuous activities. Please remember that the back supports are not back braces, they will not keep you from straining your back. These elastic supports are there only to remind you to use the correct posture. If you are using a back support and do not change the way you pick up heavy objects or carry large items, you run a risk of seriously injuring your back. Here are some general guidelines to follow from the Red Cross:

Test the weight of the object. Only you know your own limits. If the object is above your shoulder, push up on the edges gently, otherwise lift on two corners to test the weight.

If you'll be lifting something heavy, equip yourself properly. Protect fingers with gloves and cover toes with heavy shoes. You could wrench your back if you had to move suddenly to avoid pinched fingers or smashed toes.



Lift with your mind instead of your back. Ask yourself: Can I slide or push the object, rather than lifting it? Is the path clear? Is the path level? Can I see where I am going? Do I have a clear landing spot?

Position yourself so you don't have to twist any part of your body awkwardly or abruptly.

Don't reach down to lift an object while you are sitting. Get up and use correct lifting techniques.

Don't reach across the counter, table top, desk, or other surface to get an object. If you cannot walk over to get it, slide it toward you rather than lifting it.

The further you must carry an object, the lighter the load should be. If you need to carry a heavy load for a long distance, break it up into several small loads or get help.

Never bend over an object to pick it up.

Squat Lifting. The safest way to lift most objects, especially large or heavy ones, is from a squat position. Squatting widens your base of support and permits you to keep a load close to your body, further helping you to maintain your balance.

## FALL REGISTRATION

So far there has been over 2100 students registered for the Fall semester. This includes the telephone registration and the early registration. There will need to be about 2200 more students registered before we reach our average enrollment for Fall classes.

Registration for these students will be on August 23rd and 24th. Drop and add will be on the 25th, 26th and 27th of August. First day of class will be August 25th.

Grade mailers and transcripts should be completed and in the mail sometime during the week of August 16th.

## MEAL TICKETS

Meal tickets went on sale August 2nd in the Cafeteria. If you buy one of the tickets you will save \$5.00 over the normal cost of the meals. When you have gotten your ten meals, you will be asked to turn in your card, this will enable you to get one meal free. If you eat in the cafeteria regularly, you could save over \$80.00 a year.



## FROM THE PAYROLL OFFICE

Time sheets and contracts are due in by 5:00pm on Friday, August 20th. Attendance Reports are due in by 5:00pm Tuesday, August 24th.

Reminder: Insurance changes need to be in the Payroll Office no later than September 1, 1993.

## AEA/NEA DUES

If you are planning to drop your membership in AEA/NEA, do not sign or initial the renewal sheet. If you do initial the form, you are obligated to pay dues for twelve months. You can not withdraw your membership during the year. Any Banking accounts (credit card) you may have through NEA are still valid after you end your membership in AEA/NEA. *They will not cancel your accounts once they are established.*